UNITED
NATIONS

ST

Secretariat

ST/IC/1995/48
9 August 1995

INFORMATION CIRCULAR

To: Staff members in the Professional and higher categories at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: SURVEY OF HOUSING AND DOMESTIC SERVICE COSTS IN NEW YORK FOR CALCULATION OF POST ADJUSTMENT

1. A survey of housing and domestic service costs borne by staff in New York will be conducted by the International Civil Service Commission (ICSC) as part of its normal operation to obtain statistical data for evaluating the post adjustment for New York. Data collected from the staff will be used to calculate housing weights and rental subsidy thresholds, and for comparisons of expenditures with other duty stations.

2. All staff members in grades P-1 to D-1 and L-1 to L-6 stationed in New York who hold either a permanent, probationary or fixed-term appointment of six months' duration or more are requested to complete a questionnaire which will be distributed by the Executive Offices. All staff members surveyed will be asked to furnish data on their dwellings and the costs for domestic service. The reference month of the survey is September 1995.

3. It is in each staff member's own interest to fill in the questionnaire as completely and precisely as possible to ensure the accuracy of the New York data. It should be emphasized that New York is the base of the entire post adjustment system and that the information provided will affect the post adjustment classification not only at Headquarters but also at all other locations.

4. All information provided will be treated as strictly confidential. To ensure privacy, staff members are not required to indicate their name on the questionnaire, which will be identified by a schedule number established for control purposes only.

5. Since the questionnaire is brief, it is hoped that it will be completed within a few days. The completed questionnaire should be returned to the

95-23597 (E) 140895 160895

Executive Office concerned in a SEALED envelope, marked "CONFIDENTIAL", by 30 September 1995. Any questions should be directed to the Cost-of-Living Division, ICSC, at extension 3-4335 or 3-2090.

6. As this exercise is central to evaluating the conditions of service of staff, their participation in this matter is important and is very much appreciated.